

DUNCHIDEOCK PARISH COUNCIL

Minutes from the meeting on Tuesday 15th May 2018 in the Village Hall, Dunchideock

Present Cllrs Goodchild, Ellis, Moor, Sharpe, Robson, McCarthy
DCC A Connett and Mrs C Retallick (Locum Clerk) and 11 member of the public

Cllr Goodchild welcomed everyone to the meeting and invited nominations for chairman.

Annual Council Meeting Agenda

1. Election of Chairman – acceptance of declaration of Office.
Cllr Moor nominated Cllr Sharpe and this was seconded by Cllr McCarthy. Cllr Sharpe accepted the nomination thanked the councillors for their support and signed the declaration of acceptance of office.
2. Apologies for Absence: -
Were received from Cllrs Bean, Lake, Goodey.
3. Election of Vice Chairman
The chair asked for nomination for Vice Chair Cllr Moor proposed by Cllr Robson and seconded by Cllr Goodchild, Cllr Moor accepted the position.
4. **Declarations of Interest:** In accordance with the Code of Conduct, members are required to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have, in items to be considered at this meeting. Members are also reminded that any change to their Declaration of Interests must be notified to the Monitoring Officer at Teignbridge District Council within 28 days of the change.
None
5. Minutes – to approve the minutes of the last Annual council meeting held on 16th May 2017.
These were signed as a true record of that meeting. Cllr Ellis joined the meeting
6. Appointment of committees –
 - a) Consider creating new committee and setting the terms and reference.The chair proposed creating a committee to consider employment matters and external complaints. The meeting supported this proposal and the title of the committee should combine both title, the committee's term of reference would be needed and to appoint a chairman, the committee would report back to the full council at the earliest opportunity. Cllr Sharpe proposed the first chairman for this committee should be agreed now and Cllr Goodchild proposed Cllr Moor to chair this committee, Cllr Moor accepted and agreed to work on a draft term of reference to present at the next full council meeting in July.
7. Appointment of Councillor for specific responsibilities including on outside bodies

TALC - Cllr Moor, to be supported by other Cllrs if needed.	Village Hall - Cllr Robson
Neighbourhood Watch and footpaths – Cllr Bean	PCC - Cllr Goodchild
Highways and Environment - Cllr Ellis	Planning advice – Cllr McCarthy
8. Agree and review the bank signatures. The existing signatures agreed to remain and the new Chairman will be added. The clerk will prepare the mandate.
9. Review and adoption of governance documents –
Standing Orders (new NALC 2018 version) - Agreed
Financial regulations – Agreed
Internal control policy statement – Amend to agreed wording in Audit section -Agreed.

Code of Conduct – Agreed

Fixed Asset Register – Add Domain name.

Risk Assessment – The chairman discussed the issue of data storage of back up and suggested that this should be discussed at the next council meeting. The rest of the document was agreed.

Freedom of information publications scheme- Add the word 'discretionary' to the charges section and agreed.

Complaints Policy – Completely new document – Agreed.

Cllr McCarthy proposed the governance documents were agreed as discussed and Cllr Moor Seconded. This was resolved by the full council.

10. Internal auditor – up date on internal Audit. The Internal audit has been completed, the report will be circulated, the fee was agreed at a previous meeting but the cheque will be presented for approval at the next full council meeting.

11. End of Year accounts and annual return – to review and complete.

a) Agreement of the date for the exercise of public right (Audit) – 4th June till 13th July.

b) Decision on Exemption Certificate – the council agreed to apply for the exemption. This was proposed by Cllr Moor and seconded by Cllr McCarthy.

c) Section 1 Governance statement – This was read, agreed and signed by Cllr Sharpe after being proposed by Cllr McCarthy and Seconded by Cllr Moor.

d) Section 2 Accounting statements – This was reviewed by the council and Cllr Sharpe proposed to accept the statement which was seconded by Cllr Robson.

All matters were resolved by the council.

12. Insurance cover – Review and confirm arrangement for cover. The matter for voluntary workers was discussed the clerk will confirm this with the company and provided the policy covers that, the council resolved to accept this policy after being proposed by Cllr McCarthy and seconded by Cllr Ellis. Next year the council will review other companies.

13. Employment –

- Agreement for advertising the Clerks position
- Agree the hours of employment
- Agree the rate of pay
- Discuss outsourcing the PAYE payments.

The chairman asked the council how they would like to proceed – Mrs Retallick is currently the locum, Cllr Goodchild suggested she continue until September where the matter can be reviewed. Then the chairman asked the council to consider outsourcing the PAYE. The HMRC gateway for PAYE submission it time consuming and a cost to the council in clerk time. It is more cost effective to outsource this process. The clerk and the chair had researched this matter with several companies. The meeting resolved to appoint the Teignmouth Accounts as they were the cheapest option at £5 +VAT per payslip.

Then the hours of employment was discussed the chairman suggested that 2 hours a week is not enough taking into account the extra responsibilities that the new GDPR legislations require, after a long discussion bearing in mind the clerks current pay scale at SCP24 @£11.64 from 1st April 2018, the meeting agreed to raise the hours up to 3 hours a week and review this in September, and also the clerk to record activity and hours of work and circulate to the councillors. Cllr Moor proposed this and Cllr McCarthy seconded and this was resolved by the full council.

14. Setting dates and times for ordinary council meeting for 2018/2019.

At present the meetings are Bi monthly on 3rd Tuesday of the month. It was resolved to remain the same. The Chairman noted she would not be available for the September meeting and asked the councillor to consider an alternative date in September to be agreed at the July meeting.

The annual council meeting finished at 8.55pm

Ordinary meeting of the parish council

15. PUBLIC DISCUSSION – An opportunity for members of the public to make representations, answer questions and give evidence in respect of any item of business on the agenda. The period of time designated for public participation shall not exceed 10 minutes.

Reminder that members of the public are not permitted to raise issues when Council is in committee.

The Chairman invited comments from the public on matters covered on the agenda - no items raised

16. Reports from District and County Councillor and Police – None present. There is a new neighbourhood Police officer Martin Beck, the councillors asked if an invitation can be sent for him to attend the next meeting.

17. Minutes – to approve and sign the Minutes of the meeting held on the 20th March 2018. - These were signed as a true record of that meeting. Proposed by Cllr Moor and seconded by Cllr Ellis.

18. Clerks Report. – Banking online has been resumed and statements are being received by post. All the governance documents have been updated to take into account the new GDPR regulations.

19. Matters raised by the Chairman (for information) – None raised.

20. Planning Applications & decisions – None received.

21. FINANCE

Expenditure

Clerk's expenses		207.80
DALC – Subscription	£55.73 +vat 8.33	64.06
DALC – Cllr Training		60.00
Insurance -		218.00
DALC – Cllr training		90.00 for July meeting
Internal Audit – Mrs P Clapham		50.00 for July meeting

Income

Precept	£1415.94
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Bank Reconciliation and Statement – cheques presented were authorised as indicated and signed. The bank statement was agreed by Cllr McCarthy and seconded by Cllr Sharpe – all in favour.

22. Provision of Defibrillators – lead by Cllr Sharpe. Nearby communities have defibrillators which have been used to save lives. There is 100% funding available. As Dunchideock has not got a community 1st responders she believes this is something the community may wish to have. There is a small on-going cost for consumables, the power supply it would need and ongoing insurance costs. As this parish is spread out 3 would be useful at the village hall and at the lord Holden and in the telephone box. If the telephone box is used by the council adopting it, BT would provide electric for the first 7 year. Therefore, Cllr Sharpe is seeking the councils consent to investigate obtaining defibrillators for approx £1350 +vat each. The councillors agreed and Cllr Sharpe will present a report at the next meeting, and suggested it could be discussed further at the parish meeting.

23. Councillors' Reports (for information) Cllr Moor attended the new councillors course and found it helpful and informative, he has reported the pothole near the church which other have reported but it still has not been repaired. Cllr Ellis reported a blockage on Blacksmiths hill, the engineers have been unable to repair it he offered to seek further information. The chairman informed the meeting that these highway matters should be reported online as this is the best way to manage the progression of the repair. Cllr Robson offered to find out more information about all these matters. Cllr Moor also attended the TALC

meeting and the minutes from that meeting have been circulated (the clerk will display them on the council website).

24. Meetings Attended – Reports and items for Information – No further updates

Next meeting is 17th July 2018 at 7.30pm – Cllr Ellis sends his apologies

Meeting closed at 21.10 pm

Email Circulation

TALC Meeting Thursday 29th March 2018/ Request for non-contentious parking restrictions 2018-19 financial year/
TALC Meeting 29 March 2018 - Draft Minutes/ TALC Meeting 29 March 2018 - Draft Minutes - additional information